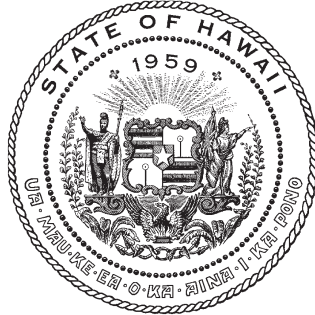


**STATE OF HAWAII  
DEPARTMENT OF TAXATION**



**General Information  
and Scannable Specifications  
for  
Form VP-1 (Rev. 2017)**

**Contact Information**

Hawaii Department of Taxation  
Technical Section  
Attn: Sharlene Tagami, Forms Coordinator  
830 Punchbowl Street, Rm 126  
Honolulu, Hawaii 96813

Telephone: (808) 587-1577  
Fax: (808) 587-1584  
E-mail: Tax.Technical.Section@hawaii.gov

**Hawaii Software Vendor Website**

**Address:**  
[tax.hawaii.gov/vendor/](http://tax.hawaii.gov/vendor/)

**Note:** Reproductions must meet requirements as established in our current Forms Reproduction Policy and within this document.

**Form VP-1 (Rev. 2017)****General Information and Scannable Specifications**

This document provides software vendors with the requirements for reproducing Form VP-1. Form VP-1 is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form VP-1 must create the form so the variable data (specified fields containing

taxpayer information) are printed in a fixed format that can be read by the Department's IBML scanners.

Substitute scannable forms **MUST** meet requirements as established in this document and our Forms Reproduction Policy and be approved prior to release or distribution.

**GENERAL INFORMATION****1. Substitute Form**

- We highly recommend you use the Department's official Form VP-1 PDF.
- If you do not use the Department's official PDF, the substitute form must match the Department's form in layout and appearance including **bold** and/or *italics* fonts as they appear on the official form.
- Lines of text in a paragraph must break at the same location as the official form.
- All forms and variable data must have a high standard of legibility for printing.
- Substitute scannable forms must be proofread prior to submission.

**2. Paper and Ink**

- The paper size is 8.5 inches by 11 inches, the same size as the Department's original form. The paper weight must be at least 20 pound white bond and the page orientation is portrait.
- Black ink should be used in printing the text on the form and the variable data.

**3. Variable Data**

- All variable data fields must utilize 12 pt Courier font.
- All variable data fields require exact placement.
- Print all alpha characters uppercase.
- Use a bold X (**X**) as a checkbox indicator. See exhibit for exact placement. The use of a checkmark is not acceptable.

**4. Variable Data Delimiters**

- The 1st Period End, Period End, and Tax Year End fields must be printed with dash (-) delimiters. For example:

MM-DD-YY

(2 digits for the month, followed by a dash (-), followed by 2 digits for the day, followed by a dash (-), followed by 2 digits for the year).

- Taxpayer's Hawaii Tax I.D. Number should be printed with the dash (-) delimiters. For example:

GE-123-456-7890-01 (GET)

TA-123-456-7890-01 (TAT)

WH-123-456-7890-01 (Withholding)

RV-123-456-7890-01 (Rental Motor Vehicle, Tour Vehicle and Car Sharing Vehicle Surcharge).

(2 digit tax type, followed by a dash (-), followed by 3 digits, followed by a dash (-), followed by 3 digits, followed by a dash (-), followed by 4 digits, followed by a dash (-), followed by 2 digits).

**5. Dollar Amounts**

123456789.12

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- Amounts are right justified.
- Dollar and cent signs should not be used.

**6. Testing and Approval of the Scannable Form**

- The printed 6x10 grid of the form on acetate overlays will be mailed to software vendors listed on our Hawaii software vendor website. If you have not received the overlays, please contact the Forms Coordinator. This should assist in the exact data field placement. Verify your test data filled facsimile samples with the overlays prior to submitting them for testing. If the samples do not match the overlays within 1/16," do not submit them for approval as they will be rejected.
- A minimum of 5 hardcopy test samples must be provided to ensure proper testing including 1 hardcopy test sample that contains all maximized fields (one alpha "X" or numeric "9" character space with no leading or trailing spaces).
- Test samples must be originals. Photocopies, fax submissions, etc. will not be accepted.
- Test samples must be populated with unique sample variable data showing different scenarios.
- Test samples must include only the voucher portion of the form and must be cut where indicated.

- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted samples.
- Approval of the facsimile must be obtained from the Department **prior** to filing.

## SCANNABLE SPECIFICATIONS

### 1. Layout

- The form was designed on a 6x10 grid. See exhibits.
- Open space around variable data fields should be adhered to as much as possible. Do not place any additional information in these areas.

### 2. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number following the "ID NO" label at the following positions: Row 63 at columns 19 and 20
- See our Hawaii software vendor website for your Hawaii Vendor I.D. Number. If your company is not listed, please contact the Forms Coordinator.

### 3. Anchors

- Anchors are required on the form. The scanning equipment looks for "L" anchors. Exact placement of the anchors are required.
- The vertical and horizontal edges of the anchors must be the same length of 0.5 inch long and 0.0278 inch thick.
- There are **two** anchors on the form.
  1. The top right anchors should extend from the beginning of column 76 to the end of column 80 and should rest at the top of row 52.



2. The bottom left anchors should start at the beginning of column 6 and extend through the end of column 10 and rest on the top of row 64.



- The tolerance is 1mm (¼ of a grid).
- No data or other stray marks are allowed to encroach within the white space in a 0.5 inch square of the anchors .



### 4. QR Code

- A QR code is specific to the form. The property of the 2D symbology QR code is measured in CM.

- Placement of the QR code is approximately at the top of row 47 and at the beginning of column 6.
- Height of the QR code is 0.5 inch.
- Length of the QR code is 0.5 inch.
- Narrow Module Size is set to 0.18.
- Margin is set to 0.18.
- Open space surrounding the QR code should be adhered to as much as possible.
- DO NOT stretch the QR code image.
- The required QR code is  
VP1\_T 2017A 01



The QR code includes the form number, an underscore, type of form (T), a blank space, form year (2017), letter (revision number), a blank space, and page number (01). There are no hyphens.

- The human readable text for the QR code **MUST** be printed at the bottom of each page at 0.5 inch from the left edge of the form and the bottom of the human readable text is 0.25 inch from the bottom edge of the form utilizing 6 pt Helvetica font.
- Use of the Department of Taxation's JPEG file of the QR code is preferable. The JPEG files can be found at our software vendor website.
- DO NOT use Windows Metafile Format (wmf). This format causes a very low read rate by the Department's IBML scanners.

### 5. Acetate overlays

- Acetate overlays will assist in the exact data field placement. Verify your test data filled facsimile samples with the overlays prior to submitting them for testing. If the samples do not match the overlays within 0.0625 inch, do not submit them for approval as they will be rejected.
- Acetate overlays will be mailed to vendors listed on our Hawaii software vendor website who previously reproduced Form VP-1. If you are now reproducing Form VP-1, contact the Forms Coordinator for the acetate overlays. If your company is not listed and you are reproducing Form VP-1, please contact the Forms Coordinator.

STATE OF HAWAII — DEPARTMENT OF TAXATION  
GENERAL EXCISE/USE, TRANSIENT  
ACCOMMODATIONS AND RENTAL MOTOR VEHICLE,  
TOUR VEHICLE & CAR-SHARING VEHICLE SURCHARGE

TAX PAYMENT VOUCHER  
GENERAL INSTRUCTIONS

CHANGES YOU SHOULD NOTE

Form VP-1W is obsolete. Use Form VP-1 when you send a payment to the Department of Taxation for your withholding tax.

INTERNET FILING

Form VP-1 can be filed and paid electronically through the State's Internet portal. For more information, go to [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).

PURPOSE OF FORM

Use this form if you are submitting Form BB-1 or when you send a payment to the Department of Taxation for your general excise/use, transient accommodations, withholding and rental motor vehicle, tour vehicle & car-sharing vehicle surcharge taxes. Using Form VP-1 allows us to process your payment accurately and efficiently.

HOW TO COMPLETE FORM

- 1) Print your name in the space provided.
- 2) Check the appropriate "Tax Type" box.
- 3) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.  
If you are filing Form BB-1, check the box "License Fee." Add lines 22b through 22e on Form BB-1 and enter the amount of payment in the space provided. Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21, 2018, your first filing period end date is 03/31/18.
- 4) In the space provided print the last 4 digits of your FEIN or SSN; your Hawaii Tax I.D. No. starting with the tax type

(i.e. GE, TA, WH or RV), your 10 digit account number with the 2 digit extension; and the amount of your payment.

- 5) Make your check or money order payable in U.S. dollars to the "Hawaii State Tax Collector". Make sure your name, tax type, filing period, and Hawaii Tax I.D. No. appear on your check or money order. Do not postdate your check. **Do not send cash.**

WHERE TO FILE

Detach Form VP-1 along the dotted line. If you are filing Form BB-1, attach your payment and Form VP-1 to the front of your form and send it to the Form BB-1 mailing address below. If you are making a tax payment, send the Form VP-1 and your payment to the mailing address noted below for the type of tax you are paying. The mailing addresses are as follows:

**General Excise/Use Tax**  
Hawaii Department of Taxation  
P.O. Box 1730  
Honolulu, HI 96806-1730

**Transient Accommodations Tax And  
Rental Motor Vehicle, Tour Vehicle & Car-Sharing  
Vehicle Surcharge Tax**  
Hawaii Department of Taxation  
P.O. Box 2430  
Honolulu, HI 96804-2430

**Hawaii Withholding**  
Hawaii Department of Taxation  
P.O. Box 3827  
Honolulu, HI 96812-3827

**Form BB-1**  
Hawaii Department of Taxation  
P.O. Box 1425  
Honolulu, HI 96806-1425

Form (Rev. 2017) DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE  
VP-1 TAX PAYMENT VOUCHER



DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Name (Please print): ABCDEFGHIJKLMNOPQRSTUVWXYZ123

Tax Type (check only 1)

Filing Type (check only 1) Enter Date as MM DD YY

☒ General Excise (GE)

☒ License Fee

1st Period End

12-12-12

☒ Transient Accommodations (TA)

☒ Periodic Return

Period End

12-12-12

☒ Hawaii Withholding (WH)

Hawaii Tax I.D. Number

1234

☒ Rental Motor, Tour & Car-Sharing  
Vehicles (RV)

☒ Annual Return

Tax Year End

12-12-12

GE-123-456-7890-01

Amount of Payment

123456789.12

ID NO 12

Print the amount of your payment in the space provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR". Write the tax and filing types, and your Hawaii Tax I.D. Number on your check or money order.

Last 4 Digits of Your FEIN or SSN

STATE OF HAWAII — DEPARTMENT OF TAXATION  
GENERAL EXCISE/USE, TRANSIENT  
ACCOMMODATIONS AND RENTAL MOTOR VEHICLE,  
TOUR VEHICLE & CAR-SHARING VEHICLE SURCHARGE

**TAX PAYMENT VOUCHER**  
**GENERAL INSTRUCTIONS**

**CHANGES YOU SHOULD NOTE**

Form **VP-1W** is obsolete. Use Form VP-1 when you send a payment to the Department of Taxation for your **withholding tax**.

**INTERNET FILING**

Form VP-1 can be filed and paid electronically through the State's Internet portal. For more information, go to [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).

**PURPOSE OF FORM**

Use this form if you are submitting Form BB-1 or when you send a payment to the Department of Taxation for your general excise/use, transient accommodations, withholding and rental motor vehicle, tour vehicle & car-sharing vehicle surcharge taxes. Using Form VP-1 allows us to process your payment accurately and efficiently.

**HOW TO COMPLETE FORM**

- 1) Print your name in the space provided.
- 2) Check the appropriate "Tax Type" box.
- 3) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.  
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**Form BB-1**  
Hawaii Department of Taxation  
P.O. Box 1425  
Honolulu, HI 96806-1425

✂ — — — — — DETACH HERE — — — — — ✂  
Form (Rev. 2017) **STATE OF HAWAII — DEPARTMENT OF TAXATION** **DO NOT WRITE OR STAPLE IN THIS SPACE**  
**VP-1** **TAX PAYMENT VOUCHER**



**DO NOT SUBMIT A PHOTOCOPY OF THIS FORM**

Name (Please print): \_\_\_\_\_

Tax Type (check only 1)

Filing Type (check only 1) Enter Date as MM DD YY

General Excise (GE)

License Fee

Transient Accommodations (TA)

1st Period End

Hawaii Withholding (WH)

Periodic Return

Period End

Rental Motor, Tour & Car-Sharing  
Vehicles (RV)

Annual Return  
Tax Year End

Print the amount of your payment in the space provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR" Write the tax and filing types, and your Hawaii Tax I.D. Number on your check or money order.

Last 4 Digits of Your FEIN or SSN

Hawaii Tax I.D. Number

Amount of Payment